





Check For Health

WORKPLACE ENVIRONMENTAL ASSESSMENT



How healthy is your workplace?

WHY COMPLETE CHECK FOR HEALTH?

Savvy employers know that healthy employees demonstrate increased productivity and morale and lower health care costs. Employees notice and appreciate efforts by their employers to help them lead healthy lifestyles. As California and the nation face unprecedented increases in adult obesity and associated costs, eating $3\frac{1}{2}$ to $6\frac{1}{2}$ cups of fruits and vegetables and enjoying at least 30 minutes of physical activity every day will help employees manage their weight and protect them from a number of chronic diseases related to lifestyle.

How healthy is your workforce? Are you doing all you can to help employees keep their medical costs down? It is important to provide an environment where employees can put healthy habits into practice!

Check for Health was created as an easy-to-use tool for assessing your worksite and demonstrating a commitment to your employees' health. Check for Health will assist you in evaluating the culture of health in your organization and how well that culture supports employees' healthy eating and physical activity habits. Use the information gathered from this assessment to make healthy changes at your worksite and to measure your progress over time. The accompanying recommendations are included to assist you with this task.

HOW DO I USE CHECK FOR HEALTH?

This tool was designed with you in mind. It's easy! Check for Health requires no prior knowledge or experience.

Follow these simple instructions to learn more about the health environment around you, and take the first powerful steps toward making positive changes.

- 1. Read through the entire document prior to beginning the assessment.
- 2. Check off all the items in Check for Health that apply to your worksite.
- Walk through your worksite. Talk with employees in different departments and in a variety of jobs. Ask questions. Open your eyes to things you may not have noticed before.
- 4. Read through your results when your Check for Health assessment is complete. Identify areas you would like to improve.
- 5. Move on to the "Recommendations" section to help you make healthy changes at your worksite.
- 6. Discuss your Check for Health results with key senior management. List for them ways that employee health and productivity is supported and can be improved. Enlist their support in making positive changes to the food and physical activity environment at work.
- 7. Follow up with your improvements. Notice any differences in the employees' productivity and morale. Strong follow-up is the key to quality, long-lasting changes to the workplace environment.
- 8. Conduct regularly scheduled assessments. Chart your progress by comparing the results of each assessment.



WORKFORCE CHARACTERISTICS

1.	. What is the total number of full- and part-time employees (not counting temporary or seasonal) in all location of the entire company as of the last payroll?						
	Please provide your best estimate of the total norganization, not your particular worksite.	umber of er	mplo	byees who are employed by the entire			
2.	How many full- and part-time employees (n worksite?	ot counting	g te	mporary or seasonal) are currently employ	ed at	: youi	
	Please provide your best estimate of the total n particular worksite, not the entire organization.	umber of er	nplo	byees who are employed by your			
3.	Approximately how many of the employees	(not includ	ding	temporary or seasonal) at your worksite a	re:		
	Full-time (35 hours or more)			White			
	Salaried (as opposed to hourly)			Manual labor			
	Under the age of 40			(production, labor, unskilled work)			
	Represented by a union			Non-manual labor (administration, professional, sales, technical, clerical)			
	Female		Į	professional, sales, technical, ciencal)			
4.	 In the past 12 months, did your worksite either downsize, increase the size of the workforce, or stay the same size? <i>Check only one.</i> □ Down-sized □ Stayed the same 						
	☐ Increased ☐ Both down-	-sized and	inc	reased			
INS	SURANCE						
5.	Does your worksite offer employees a health	h insurance	e pl	an?			
	☐ Yes ☐ No Go to question 7.						
6.	What is your health insurance plan? Check	k all that a	app	ly.			
	☐ Health Maintenance Organization (HMO)	☐ Pref	ferr	ed Provider Organization (PPO)			
	☐ Indemnity Plan	☐ Oth	er:				

HEALTH PROMOTION PROGRAMS AND SERVICES

1.	Does your	worksite	offer employe	ees any health	promotion	programs,	services, o	r classes'?
	☐ Yes	□ No	Go to quest	tion 9.				

For question 8, give your best estimate for the number of times the health promotion program or service is offered or the classes meet. When indicating the number of class sessions in the past year, please indicate the total number of meeting times. For example, if a course is offered one time but has 12 class sessions, then count all 12 sessions. Or, if a class is offered all year long twice per week, then the total number of class sessions is 104.

8. Please indicate if the following health promotion programs or services are offered at your worksite. Mark YES or NO.

		Answer Only If Offered				
		Onsite Or Offsite	Free To Employees	How Often Is This Offered Per Year		
Healthy eating/ nutrition classes	□ Yes □ No	☐ Onsite☐ Offsite	☐ Yes ☐ No	# of class sessions in past year		
Individual nutrition or diet management counseling	☐ Yes ☐ No	☐ Onsite☐ Offsite	☐ Yes ☐ No	# of counseling sessions in past year		
Fitness assessments	☐ Yes ☐ No	☐ Onsite☐ Offsite	☐ Yes ☐ No	# of assessments in past year		
Group physical activity	☐ Yes ☐ No	☐ Onsite ☐ Offsite	☐ Yes ☐ No	# of class sessions in past year		
Health risk appraisals	☐ Yes ☐ No	☐ Onsite☐ Offsite	☐ Yes ☐ No	# of appraisals in past year		
Tobacco cessation classes	☐ Yes ☐ No	☐ Onsite☐ Offsite	☐ Yes ☐ No	# of class sessions in past year		
Other	☐ Yes ☐ No	☐ Onsite ☐ Offsite	☐ Yes ☐ No	# of other activities in past year		
Other	□ Yes □ No	☐ Onsite☐ Offsite	☐ Yes ☐ No	# of other activities in past year		

FOOD ENVIRONMENT

Lunch/Dinner Breaks

9.	Please answer	YES or NC	to the follo	owing questions	s about lunch a	and dinner	breaks in v	your workpla	ıce.
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Are lunch/dinner breaks enforced at your worksite?	☐ Yes ☐ No
Do most employees take lunch/dinner breaks?	☐ Yes ☐ No
eteria/Lunchroom	

Cafe

Does your worksite have a cafeteria, snack bar, or food service for emplo

Yes ☐ No Go to question 12.

For question 11, "healthy" food alternatives include lowfat, reduced sodium, no sugar options such as lowfat or fat free yogurt or cheese, lean meat sandwiches, broiled or baked meats or fish, light or fat free mayonnaise or salad dressing, or whole grain breads. "Healthy" beverage alternatives include lowfat or fat free milk, 100% fruit juice, or water.

11. Please answer YES or NO to the following questions about your cafeteria.

Does the cafeteria, snack bar, or food service provide "healthy" food alternatives on a daily basis?	☐ Yes ☐ No
Does the cafeteria, snack bar, or food service provide fresh fruits and vegetables on a daily basis?	☐ Yes ☐ No
Does the cafeteria, snack bar, or food service provide dried fruit on a daily basis?	☐ Yes ☐ No
Does the cafeteria, snack bar, or food service provide "healthy" beverage alternatives on a daily basis?	☐ Yes ☐ No
Does the cafeteria, snack bar, or food service provide labels (e.g., 'lowfat', 'light', 'heart healthy') to identify "healthy" food alternatives?	☐ Yes ☐ No
Does the cafeteria, snack bar, or food service label foods on the basis of nutritional value (e.g., calories, fat grams, percent of calories from fat)?	☐ Yes ☐ No

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12	L)nes v	/OUR	cateteria/	lunc	hroom	have	one	or m	ore	microwave	ovens?

_ 、,	
☐ Yes	□ No

13. Does your cafeteria/lunchroom have one or more refrigerators?

☐ Yes ☐ No

14. Does your cafeteria/lunchroom have at least one sink with a water faucet?

☐ No ☐ Yes

15. Is there a water cooler or bottled water available to employees free of charge at all times?

☐ Yes □ No

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16.	Does your worksite	have vending machines for employees to access for	od or bever	ages?				
	☐ Yes ☐ No	Go to question 18.						
chip "lab prov	is, or crackers; "hea els" are those that I rided by the manufa	ny" food alternatives include lowfat, reduced sodium althy" beverage alternatives include lowfat or fat free have been placed on or near the vending machine an acturer on the item itself. Sor NO to the following questions about your vending	milk, 100% nd do not in	fruit juice, clude the	or water; and			
		esh), vegetables, lowfat snacks, or other "healthy" food available in your vending machines?	☐ Yes ☐ No					
	What is the proporti	on of "healthy" food in the vending machines?	□ Less than □ 25% to 4 □ 50% to 7 □ More tha	.9% '5%				
	Are "healthy" bevera vending machines?	age alternatives usually available in your	☐ Yes ☐ No					
	What is the proportion of "healthy" beverages in the vending machines? ☐ Less than ☐ 25% to 49 ☐ 50% to 79 ☐ More than							
	Are labels to identify vending machines?	"healthy" food alternatives provided on or near the	☐ Yes ☐ No					
	Are labels that indica machines?	ate nutritional value provided on or near the vending	☐ Yes ☐ No					
	d Culture Please answer YES	S or NO to the following questions about the food cu	lture in your	workplac	e.			
	Do employees frequeshare with coworker	ently bring high-calorie foods (e.g., baked goods, donuts, rs?	candy) to	☐ Yes ☐ No				
	Do employees bring (e.g., Girl Scouts or	high-calorie foods to sell for fundraisers? sports teams)		☐ Yes ☐ No				
	Are there candy jars or other food jars on employees' desks, in conference rooms, copy rooms, or waiting rooms?							
	Are employee birtho	lays celebrated with cake or other baked goods on a regu	lar basis?	☐ Yes ☐ No				
		ing in baked goods or other high-calorie foods to share, a ons available too? (e.g., fruit or vegetable trays)	re there	☐ Yes ☐ No				

Food Availability Near the Worksite

19. Please answer YES or NO to the following questions about food available near your workplace.

Are there healthy restaurants – like smoothie, salad, or sandwich shops – in the neighborhood surrounding the worksite? (neighborhood = 4 block radius)							
Do restaurants in the neighborhood provide appealing healthy options? (i.e., foods lower in calories and fat that are as fresh and visually appealing as other less healthy options)							
What restaurants exist in the neighborhood?							
☐ Jack in the Box	□ Subway	☐ McDonald's	☐ Rubio's				
☐ La Salsa/Baja Fresh	□ Applebee's	☐ Wendy's	Pizza Hut				
☐ El Pollo Loco	☐ Starbuck's	Denny's	☐ Chili's				
☐ Burger King	Burger King ☐ Taco Bell ☐ KFC ☐ In-N-Out Burger						
☐ Dairy Queen	Wienerschnitzel	Panda Express	■ Del Taco				
☐ Other	☐ Other						

PHYSICAL ACTIVITY

20. Please answer YES or NO to the following questions about the availability of items that enable people in your worksite to be physically active while at work.

		Answer Only If Available Onsite			
		Free To Employees	Approximate % Of Employees Who Use These Facilities		
A locker room with showers	☐ Yes ☐ No	☐ Yes ☐ No			
An indoor area set aside specifically for exercise and physical activity	☐ Yes ☐ No	☐ Yes ☐ No			
Aerobic exercise equipment, such as stationary cycles or Stairmasters	☐ Yes ☐ No	☐ Yes ☐ No			
Strength training equipment	☐ Yes ☐ No	☐ Yes ☐ No			
Outdoor facilities, such as jogging trails	☐ Yes ☐ No	☐ Yes ☐ No			
		Free To Employees	Approximate % Of Employees Who Participate		
A walking club or other physical activity club	□ Yes □ No	☐ Yes ☐ No			
		Safe	Well-Lit		
Accessible stairwells	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		
Bicycle parking	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No		

21. How many employees at your worksite:

	Almost no People	Some People	Half the People	Most People	All People	Don't Know
Are active as part of their job? (i.e., doing manual labor, walking briskly, as opposed to mostly sedentary–like computer work behind a desk)	٥			٥	0	٥
Live within walking or biking distance from work?	٠	۵	٥	٥	0	0
Park several blocks away or further in order to walk a little extra as they come to/from work?	٥	٥	٥	٥	0	٥
Feel safe walking or spending time outside in the surrounding community?						

POLICIES AND INCENTIVES

For question 22, material incentives could include t-shirts, coffee mugs, cash payments, or other items. Benefits plan-related incentives could include improved benefit allowances, discounted health insurance, increased disability payments, additional life insurance, or added vacation "well days" off.

22. Please answer YES or NO to the following questions about incentives for healthy behaviors.

		Answer Only If Incentive Provided		
		Material	Benefits Plan	
Does your worksite provide any type of incentives for healthy eating?	☐ Yes	☐ Yes	☐ Yes	
	☐ No	☐ No	☐ No	
Does your worksite provide any type of incentives for maintaining an ideal weight?	☐ Yes	☐ Yes	☐ Yes	
	☐ No	☐ No	☐ No	
Does your worksite provide any type of incentives for engaging in physical activity?	☐ Yes	☐ Yes	☐ Yes	
	☐ No	☐ No	☐ No	

23.	Please answer the following questions about policies at your worksite.		
	Does your worksite have policies that require healthy food preparation practices in the cafeteria (steaming, lowfat/salt substitutes, limited frying)?	□ None □ Written/Forma □ Informal	al
	Does your worksite have policies that require healthy food choices in the cafeteria?	worksite have policies that require healthy food choices in the cafeteria? None Written/Forma	
	Does your worksite have policies that require healthy food choices in the vending machines?	□ None □ Written/Forma □ Informal	al
	Is it policy in your worksite to provide nutritious food and beverage options at company meetings and events?	□ None□ Written/Forma□ Informal	al
	Does your worksite have a policy statement supporting employee physical activity (policies that allow workers to take walking breaks, do pre-heavy-labor stretching, and take additional time off during lunch to exercise)?	☐ None ☐ Written/Forma ☐ Informal	al
	Is it company policy that health promotion programs are provided during company time (not lunch hour)?	☐ None ☐ Written/Formal	al
	Does your worksite subsidize memberships to offsite recreation or fitness facilities?	☐ Yes ☐ No	
	Please answer YES or NO to the following questions about promotional messages for health promotion programs at your worksite.	or healthy behav	viors or
	Does your worksite provide healthy eating messages to the general employee population, such or brochures?	ch as posters	☐ Yes ☐ No
	Does your worksite provide physical activity or exercise messages to the general employee p as posters or brochures?	opulation, such	☐ Yes ☐ No
	Does your worksite promote the availability of onsite health promotion programs through at le communication channels? (e.g., newsletters, bulletin boards)	east two	☐ Yes ☐ No
ADI	MINISTRATIVE SUPPORT		
25.	Does your worksite have a wellness committee?		
	□ Yes □ No		

HEALTH NORMS AND VALUES

26. How many employees at your worksite:

	Almost no People	Some People	Half the People	Most People	All People	Don't Know
Are good role models for making healthy food choices?	٥	0	0	0	0	0
Are good role models for a physically active lifestyle?	٥			0	0	0
Would support others if they tried to adopt good health habits (e.g., healthy eating and physical activity)?	0				0	0

27. Please indicate how much you agree or disagree with the following statements.

	Strongly Agree	Agree	Disagree	Strongly Disagree
This company values healthy workers.	٠	٥	٥	
This company is genuinely concerned about the health and well-being of workers.		٠	٠	0
It is easy to see that top management has a commitment to improving employee health.	٥	٥	٥	٥
It is easy to see that middle management has a commitment to improving employee health.			۵	٥

INDIVIDUAL CHARACTERISTICS

28.	What is your current position?	
	☐ Upper Level Manager	☐ Food Service Manager
	☐ Middle Level Manager	☐ Labor Representative/Union Steward
	☐ Lower Level Manager	☐ Clerical/Administrative Assistant
	☐ Human Resources Representative	☐ Other:
	☐ Health and Safety Representative	

29.	How long ha	ave you been employed by this company?
	Years	Months
30.	During the p	past month, how healthy was your diet?
	☐ Very heal	thy
	☐ Somewh	at healthy
	☐ Somewh	at unhealthy
	☐ Very unhe	ealthy
31.	During the por walking?	past month, did you participate in any physical activities, such as running, swimming, golfing,
	☐ Yes	□ No

Congratulations on Completing Check for Health!

A version of this assessment tool was created at St. Louis University by a team funded by the Centers for Disease Control and Prevention. It was based on an instrument developed by Brian Fisher at New York State Department of Health.

Items 9, 18, and 19 were developed by the Network for a Healthy California—San Diego and Imperial Regions.

RECOMMENDATIONS

Nutrition

- Let your cafeteria, catering truck, and vending machine vendors know that you want healthy food at and near your worksite.
- Work with your vendors to make sure that healthy choices, as identified by Check for Health, are available in the cafeteria, catering trucks, and vending machines. Request that healthier options cost less than or equal to the price of less nutritious foods.
- Work with your vendor toward a goal of having healthy options represent at least half of all available food items. Include items that have no more than 35% of calories from fat, no more than 10% of calories from saturated fat, and no more than 35% sugar by weight.
 (See www.networkforahealthycalifornia.net/worksite for nutrition standards and healthy food examples.)
- Work with your vendor to make a refrigerated vending machine available. Offer healthy perishable snacks like fresh fruits, pre-packaged vegetables, nonfat yogurt, 100% fruit juice, and lowfat and nonfat milk. Be sure that these products are restocked on a regular basis and kept fresh.
- Serving size is important. Make sure that the size available is a single-size serving. Remove multiple-serving choices of less nutritious foods.
- Don't let your worksite be an advertisement.
 Request the removal of brand name
 advertisements for less healthy foods and posters
 and materials that promote junk food, soda, and
 sedentary behavior. Replace them with
 non-branded health promotion signs, such
 as physical activity/healthy eating posters.
- At employer-sponsored coffee stations, meetings, and events, offer fruits and vegetables as snacks.



If you cannot offer perishable items as snacks, go for healthier packaged foods such as dried fruits, granola bars, pretzels, and baked crackers. Serve water, lowfat or nonfat milk, and 100% fruit juice for beverages. Do not offer fruit drinks, which contain less than 50% juice, soda, or other sugary non-nutritive drinks.

- Make the healthy choice the easy choice by providing point-of-sale nutrition information and signage and offering promotions or sales on healthy items.
- Support employees who wish to "brown bag" healthy food from home by providing refrigerators and microwaves and a space for food preparation.

Physical Activity

- Encourage employees to incorporate physical activity into their day by offering promotional programs and educational materials.
- Support walking or biking to work, as well as physical activity at breaks or lunchtime by providing showers, changing facilities, lockers, and secure bike storage.
- Include activity or stretch breaks in meeting agendas, or conduct meetings while walking.
- Organize opportunities for physical activity, such as attractive and accessible stairwells, walking clubs or sports teams, and classes in empty conference rooms.
- Permit time off during the workday to participate in physical activity.

Environment

- Demonstrate your organization's commitment to employee health in the mission statement, management objectives, training, and during recruitment.
- Issue regular messages from the CEO and senior management in support of employee health.
- Include health topics in organization publications, such as newsletters, intranet, and bulletin boards.
- Make information about healthy eating and physical activity available throughout the worksite.
- Designate an employee with responsibility for health promotion.
- Form a wellness committee.









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